

6004 - PARK OPERATIONS SUPERVISOR

NATURE OF WORK

This is specialized technical and supervisory work in the landscaping and maintenance of City parks, median strips, and other landscape areas. Work involves responsibility for assisting with the implementation of landscape plans. The incumbents give field supervision in a wide variety of skilled functions related to the maintenance of park beautification.

ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES

Assigns, coordinates, supervises, and checks the work of assigned crews of skilled and unskilled workers engaged in such activities as: pruning, propagating, spraying, planting, transplanting, cultivating, mulching and trimming trees and plants.

Directs and supervises the inspection of all park areas for determination of maintenance needs.

Coordinates the transportation of workers, equipment and materials to and from work locations.

Evaluates the equipment needed by the Division to carry out all assignments.

Purchases equipment, supplies and plant material.

Develops and implement safety programs and training of workers.

Administers plans and projects.

Assists in the hiring and promotion of employees.

Prepares report and studies of park maintenance operations.

May assume duties and responsibility of Park Superintendent in his absence.

Does variety of administrative duties within office.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of the principles, practices and procedures of landscaping and forestry.

Knowledge of the methods, materials, tools and practices used in the propagation, planting, transplanting, digging, and cultivation of nursery stock.

Knowledge of the methods and practices of treating grasses, plants, and trees for blights, fungi, insects, parasites, and of diseases peculiar to subtropical climate.

Knowledge of occupational hazards and safety precautions, rules and regulations applicable to parks maintenance and construction work.

Ability to read, interpret and assign work from blueprints, sketches, specifications, and construction drawings.

Ability to estimate labor, materials, and equipment requirements and costs.

Ability to utilize independent judgment in arriving at decisions concerning administrative and

operating problems.

Ability to understand and carry out complex verbal and written instructions.

Ability to prepare and maintain accurate records and reports.

Ability to plan, assign, supervise and evaluate the work of subordinate employees in a manner conducive to full performance and high morale.

Ability to establish and maintain effective working relationships with City officials, other employees, contractors, and the general public.

Ability to communicate effectively, both verbally and in writing.

MINIMUM REQUIREMENTS

Three (3) years full-time paid field supervisory experience in construction, maintenance, repair, management, or planting of parks or other landscaped areas, or a related field. An Associate's degree from an accredited college or university in Park Management, Ornamental Horticulture, Landscape Architecture, or closely related field may substitute for one (1) year of experience. Partial year may be prorated. Driver's license. Employee has total responsibility for obtaining a Florida Restricted Use Pesticide license (within six months of appointment) and maintain throughout employment.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, word processor, calculator, copier, and fax machine. Some standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, handling, pushing, and pulling in the demonstration of landscape maintenance techniques.

SUPERVISION RECEIVED

General and specific assignments are received from the Parks Superintendent. The employee uses independent judgment in determining methods and procedures of work, and is responsible for the quality of the completed work. Work is subject to review by observation of the general condition of City parks, median strips, and building landscaping, review of reports, and conferences.

SUPERVISION EXERCISED

The incumbent schedules, evaluates, and is held accountable for the work of supervisory, skilled, and unskilled employees engaged in the maintenance and construction of City parks and other landscaped areas.

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